



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Communications Manager [Unclassified]			Salary TBD
Posting Number 49-21	Position Number 953233	Number of Positions 1	Posting Period * From: 01/29/2021 To: 02/12/2021
Location: 55 N Willow Steet Trenton NJ 08618			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Developing engaging social media content, including videos for Twitter, Facebook, Instagram, Linked-in and Snapchat

Staffing events and producing live social media content including videos and photos

Drafting, reviewing and posting content for external Department website

Reviewing and editing of internal Department publications, brochures, reports

Drafting of press releases, media advisories, talking points, powerpoints, scripts, Op-Ed articles for trade publication, speeches, Q&A

Respond to media inquiries and requests for interviews from TV, radio, wire services and print reporters representing local, regional, daily and weekly newspaper and organizations as well as national and international media.

Conduct research for the Office of Communications as directed

Writing and editing messages for staff communications

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility is necessary to perform the essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTOC@doh.nj.gov
- Mail the required documents to:
**Kevin Jennings, Supervising Mgt. Impr. Specialist
Office of Commissioner
Reference Posting #49-21
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0355**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

** Responses received after the closing date MAY be considered if the position is not filled.*

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*

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AUGUST 20